



King County

**ANIMAL CONTROL OFFICER
DEPARTMENT OF EXECUTIVE SERVICES
RECORDS, ELECTIONS & LICENSING SERVICES DIVISION
ANIMAL SERVICES AND PROGRAMS SECTION
Hourly Rate Range: \$18.05 – \$22.85
Job Announcement: 06WM6106
OPEN: 05/31/06 CLOSE: Open Until Filled**

WHO MAY APPLY: This position is open to current King County employees and the general public.

WHERE TO APPLY: Required forms and materials must be sent to: King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Al Dams, Administrator, Animal Services and Programs, at (206) 296-4015 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form with data sheet](#), resume and letter of interest detailing your background in working with and caring for animals, and describing your customer service experience and ability to deal with the public. The most qualified candidates will be given technical skills tests on a computer and other job-related tests, including handling animals. First consideration will be given to applications received by 06/14/06.

WORK LOCATIONS: Work locations are the King County Animal Shelter, 21615 – 64th Ave. S., Kent WA 98032 and Eastside Pet Adoption Center, 821 – 164th Ave. N.E., Bellevue, WA 98008. When assigned to the field, Animal Control Officers work out of County vehicles within assigned districts.

WORK SCHEDULE: This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible. This position works a 40-hour workweek, typically 9:30 a.m. to 6:30 p.m., Tuesday through Saturday, or other schedule as assigned. Animal Control Officers may be assigned to work a four-on/four-off schedule of eleven hours per day.

PRIMARY JOB DUTIES INCLUDE:

When assigned to Animal Control Shelter: Provide care for shelter animals by cleaning/disinfecting kennel runs, cages and other areas of the shelter and providing food and water to animals; medicate sick or injured animals as prescribed by veterinary staff; euthanize animals; screen and counsel potential pet adopters to ensure adopted animals receive healthy, appropriate, and humane long-term care; assist the public with animal intake and redemption; conduct educational activities; provide tours of the shelter; work with volunteers.

When assigned to the field: Respond to service requests; pick up dead or stray animals; rescue domestic animals, livestock and wildlife; investigate complaints; enforce animal control ordinances; write reports and maintain logs; mediate and resolve conflicts; educate and counsel the public on pet care and laws and regulations covering pet ownership; issue licenses and collect fees.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Demonstrated ability to handle animals in a humane manner under a variety of shelter/field situations, including willingness to vaccinate and euthanize animals as directed.
- Knowledge of the proper methods for the care and feeding of animals.
- Ability to perform moderate to difficult strenuous manual tasks including frequently lifting and transporting animals weighing up to sixty (60) pounds.
- Demonstrated effective customer service skills including effective listening, problem-solving, and verbal skills and ability to deal courteously, professionally and tactfully with the public.
- Demonstrated ability to perform duties and maintain composure under difficult and stressful situations, including interactions with uncooperative or hostile persons.
- Ability to prepare informative narrative reports documenting investigative actions, incidents, etc
- Demonstrated ability to use a computer, including use of Windows-based software.
- Ability to handle cash, accurately account for monies, licenses and items subject to inventory, and accurately make mathematical calculations and enter data.
- Demonstrated ability to operate the Animal Control vehicle in a safe and careful manner.

QUALIFICATIONS:

- High school diploma or equivalent.
- Two (2) years of experience working directly with animals (primarily dogs and cats) in an animal shelter, animal control, kennel, veterinary, or zoological setting.
- Experience in animal handling and assessment techniques, and proper methods for the care and feeding of animals and cleaning of cages, kennels and other areas.
- Experience working directly with the public in providing customer service and responding to complaints, inquiries and problems is required.
- Ability to perform duties and maintain composure under difficult and stressful situations.
- Willingness to work mandatory overtime, including availability to be on call at all hours.

DESIRABLE QUALIFICATIONS:

- Successful completion of the Animal Control Academy
- Course work in veterinary technology

NECESSARY SPECIAL REQUIREMENTS:

Must possess a valid Washington State Driver's License, with no moving violations within the past year.

The selected candidate must pass a thorough background investigation and physical examination before hire.

UNION MEMBERSHIP: This position is represented by the Animal Control Officers Guild (membership required within 30 days).

CLASS CODE: 5252100